

The Children & Young People's Views Toolkit – Best Practice Guide

Published Date: April 2020

What is this toolkit and why is it important?

The SEND Code of Practice (CoP) 2015 sets out the importance of the child or young person (CYP) participating as fully as possible in decisions, and being provided with the information and support necessary to enable participation in those decisions. There must be high regard given to the views, wishes and feelings of the child or young person.

Section 19 of the Children and Families Act 2014

This practical toolkit supports gathering **the views of CYP with SEND** and helps to **move them towards the life they would like for themselves**. The toolkit provides examples of **Person-centred Thinking Tools, Resources** and this **Best-Practice Guide** to help support **rich conversations** with CYP about their thoughts, wishes and feelings.

When should I gain the views of CYP with SEND?

Gaining views throughout the graduated approach

The diagram on Page 3 is a visual reminder that the views of **CYP should be considered at every point in the decision-making process** so that CYP sit at the heart of the assessment and planning process.

Rich conversations should take place regularly (not just at annual reviews). This will ensure that the needs of children and young people are responded to in a timely manner and with full consideration of young person's wishes, views and feelings.

Annual Reviews

EHCPs should show clearly the contributions made by the child or young person. Settings should consider ways to gather the views of CYP regularly (ideally termly) in order to build up a record of views throughout the year, to be used as contributions towards the review.

You may also choose to utilise the resources in the toolkit to gather views for progress reviews, contributions to SEN Support Provision Plans, transition points or to update a one-page profile as required.

How can the toolkit help to gain the views of CYP with SEND?

Making time for rich and meaningful conversations with CYP is the best way to gain their views. To help engage CYP in these conversations, the following resources are suggested:

- **PfA Aspect Cards** - It is important to consider the views of CYP in relation to Preparing for Adulthood (PfA), even from an early age. There are four '**PfA Aspect Cards**' in the **Toolkit Resources** related to the four PfA themes. All four aspects should be considered when talking to a CYP about their views, wishes and feelings. However, you may feel that the rich conversations you have with the young person lead more toward one aspect than another. **Question prompts** and **person-centred resources** are provided for each aspect card.
- **Opportunities to support conversations document** – These suggest ways to facilitate conversations with children and young people and help to gain their views, wishes and feelings. The ideas include both planned activities and ideas for incidental opportunities.

How can I record the views of the child or young person?

It is important to gather the child or young person's contributions about:

- **'What people like and admire about' them**
- **'What's important to' them, now and in the future**
- **What's working / what's not working for them currently**
- **'How best to support' them**

Structured conversations ensure that their views are considered fully and lead to meaningful contributions. The information that is gathered should inform decisions about potential outcomes, provision and, more generally, how they are supported.

- **Person-Centred Thinking Tools (PC Tools)** – A number of PC Tools have been included in the '**resources**' folder. These include 'Good Day / Bad Day', '4+1 Questions', 'Perfect School', 'Communication Charts' and 'Working / Not Working' formats.
- **Templates ('One page profile' and 'Record of young person's views')** - Conversations, observations and other contributions may be recorded however you feel is most appropriate. To help you, a **one-page profile** and '**Record of young person's views**' document have been included in the '**resources**' folder.

These can be used to provide a record of the young person's views to inform decision-making throughout the graduated approach (including EHC needs assessment requests and annual reviews).

Gaining the views of children & young people (CYP) throughout the graduated approach

Identification

Suggested Tools for gaining views of CYP:

- 4+1 Questions
- What's Working / What's Not Working
- Good Day / Bad Day

Young person's views directly inform appropriate provision where a need for additional support has been identified

Where no special educational need is identified, views should be used to support the young person towards the life they want for themselves.

SEND Support

It is essential that the views of children and young people are gained to inform Assess, Plan, Do, Review cycles throughout the graduated approach (Universal, Targeted and Specialist Support)

Suggested Tools for gaining views of CYP:

- 4+1 Questions,
- What's Working / What's Not Working, Perfect School,
- Good Day / Bad Day
- The Children & Young People's Views Toolkit
- One Page Profile



Young person's views are gained as part of the decision-making process as to whether a request for an Education, Health Care (EHC) Needs Assessment is appropriate

Team around the Child Meeting (TAC) / Request for EHC Needs Assessment

Suggested Tools for gaining views of CYP:

- What's Working / What's Not Working, Communication Charts,
- 4+1 Questions,
- The Children & Young People's Views Toolkit
- Person-Centred Review (PCR)

(If an EHCP is issued, it should be clear how the child or young person has contributed to the plan and how their views are reflected in it)

Young person's views contribute to decision that EHCP is no longer needed

Young person's views feed into reviewing the effectiveness of provision within the EHCP

EHCP Review

Suggested Tools for gaining views of CYP:

- What's Working / What's Not Working
- Person-Centred Review (PCR)
- The Children & Young People's Views Toolkit
- Planning Alternative Tomorrows with Hope (PATH)

Young person's views are reflected in amendments to EHCP

Amend EHCP

Young person's views feed into reviewing the effectiveness of provision within the EHCP